

**Request for Qualifications
for a Feasibility Study at
Charter Oak International Academy:
New Construction versus Renovation
RFQ# 6283**

The Town of West Hartford on behalf of the West Hartford Public Schools is requesting qualifications from full service planning, design, and estimating firms for a full facility feasibility study for new construction comparison to a complete modernization to meet the needs described herein for the Charter Oak International Academy.

INTRODUCTION

Education programs have changed over the past few decades in response to new standards for student performance and research funding about how children learn. These changes include a major expansion of early childhood and special education schooling, increased “hands on” laboratory learning, integration of technology in the classroom, the addition of an array of school-based health and social services, and extended-day programs.

The needs for Charter Oak International Academy are to:

1. Accommodate enrollment of 480 students
2. Create magnet spaces
3. Create instructional spaces that reflect the requirements of an International Baccalaureate Program
4. Create Auditorium and Cafeteria
5. Create an aesthetically modern interior
6. Provide a facility that is current with health and safety features
7. Maintain the historically significant character
8. Provide efficient mechanical systems
9. Provide a LEED gold certified facility

QUALIFICATION REQUIREMENTS

To be considered for this study candidates must demonstrate the following experience and deliverables.

- Green building practices for new construction and major renovations
- Elementary school planning and management
- School construction grant calculations and management
- Extensive and detailed cost estimations across all current CSI divisions
- Familiar with current regional and community needs
- Elementary schools statistics and trends

- Financing and leveraging methods including energy and utility incentives

SELECTION PROCESS

The Town of West Hartford will use the “Quality Based Selection” process for RFQ. The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting firms to be interviewed:

1. Quality of submitted data
2. Experience of firm in renovation versus new construction studies.
3. Experience with The Bureau of School Facilities grant calculation and management process.
4. Success of completed studies.
5. Satisfaction of former or present institutional clients.
6. Comprehensiveness of services.
7. Study approach and organization.
8. Timeliness of study completion.

All submissions will be reviewed by the building committee. A short list of four candidates will be chosen for interviews. Following the interviews two or three will be asked to submit a proposal for the study.

SUBMISSION REQUIREMENTS

Please submit one (1) original, five (5) photocopies and one (1) copy on CD to the following address:

**Town of West Hartford
Attn: Joseph Mercieri, Capital Projects Manager
50 South Main Street—Room 204
West Hartford, CT 06107**

Must be submitted not later than 12:00 noon on Wednesday October 31, 2012.

The qualification statements must be submitted in hard copy and on CD (see RFQ for general submission requirements above). Facsimile transmissions will not be accepted. Submissions received after the above-cited date and time will be considered late and will not be acceptable.

Please direct all design, technical and facility related questions to:

Joseph Mercieri
Capital Projects Manager
Email: joem@westhartford.org
Phone: 860-561-7523